



Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools  
Division Superintendent**

**26 JANUARY 2024**

**DIVISION MEMORANDUM**  
No. **51** s. **2024**

**ADDENDUM TO DIVISION MEMORANDUM (DM) NO. 749 AND 753 ON THE  
RELEASE OF UNCLAIMED JOB ORDER (JO) SALARY FOR THE MONTH  
OF DECEMBER 2023 AND GRATUITY PAY FOR FY 2023**

To: ANOC, ELMAR G.  
ARENAL, CLINT M.  
CHAN, PETER JUNE R.  
CORDOVA, GLADJORI B.  
SALVADOR, GLADYS M.  
SALISID, JOCELYN B.  
TANGOTI, JOHAINA A.  
ZERNA, ELSIE B.  
CAMINADE, RICARDO A.  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ADMINISTRATIVE OFFICER V- ADMINISTRATIVE SERVICES SECTION  
ADMINISTRATIVE OFFICER V- BUDGET SECTION  
ADMINISTRATIVE OFFICER IV-PERSONNEL UNIT  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL ADMINISTRATIVE OFFICER II (ADOF II)  
ALL ADMINISTRATIVE ASSISTANT III (ADAS III)  
ALL ADMINISTRATIVE ASSISTANT II (ADAS II)  
All Others Concerned  
This Division

1. In reference to DM No. 749 s. 2023, "*GUIDELINES ON THE RELEASE OF JO PAYMENT PAID BY THE SCHOOL MOOE FOR THE MONTH OF DECEMBER 2023 AND GRATUITY PAY FOR 2023*" and DM No. 753 s. 2023, *RELEASE OF JOB ORDER (JO) SALARY FOR THE MONTH OF DECEMBER 2023 AND GRATUITY PAY FOR FY 2023*, you are hereby directed to facilitate the release of the December 2023 JO Salary and gratuity per school per district.
2. Each district's non-teaching personnel will assist the Division Personnel in verifying the documents presented upon the release of the said claims. These non-teaching are the following:
  - a. ADOF II
  - b. ADAS III
  - c. ADAS II



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)

**MATATAG**  
Bangsang Makabata  Batang Makabansa



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3. The date and venue for the releases will be disseminated through various group chats of the respective in-charge for confidentiality.
4. The mode of payment for the above-mentioned releases will be through **CASH**.
5. The claimant shall prepare the following:
  - a. Government-issued ID
  - b. Blue or Black Pen
6. For information, guidance, and strict compliance.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent  

References:

DM No. 749 s. 2023  
DM No. 753 s. 2023  
COA DBM JC No. 2, s. 2020  
DM No.201, s. 2022  
DBM BC No. 2023-3

To be indicated in the Perpetual Index  
under the following subjects:

FINANCE	FINANCIAL CLAIMS	DEADLINES
POLICY	FINANCIAL REPORT	

OSDS | FINANCE | ACCOUNTING elo/ega

